



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 5
SCHOOL YEAR 2012-2013**

SUBJECT: Verification of Eligibility for School Meals

DATE: September 19, 2012

Verification is confirmation of eligibility for free and reduced price school meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Annually, each Local Educational Agency (LEA) must select and verify a sample of applications approved for meal benefits. The results of verification must be reported to the Michigan Department of Education (MDE) on the Local Educational Agency Review System (LEARS)-Verification Summary Report website.

The verification sample must be selected from households that have submitted an approved Free and Reduced Price School Meals Family Application as of October 1, 2012. Verification is not required for children who have been certified for free school meals under direct certification. The deadline for completing Verification of Eligibility for School Meals is **November 15, 2012**.

For assistance with the verification process, LEAs are encouraged to use the document, *12 Steps to Conducting Verification*. These step by step instructions include links to documents required to complete the verification process and are available at http://www.michigan.gov/mde/0,4615,7-140-43092_50144-222884--,00.html

All LEAs must report verification activities and outcomes to MDE using the LEARS-Verification Summary Report. LEARS will be available January 1, 2013. Districts participating in the Community Eligibility Option (CEO) must complete verification for those school sites that are not participating in CEO. Specific information on how CEO schools will complete the LEARS report will be forthcoming.

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The electronic report for School Year 2012-2013 must be submitted to MDE by **February 1, 2013**. If your LEA needs to designate a new individual to access the LEARS-Verification Summary Report, the Child Nutrition Program Security Agreement must be completed. The form is available at <http://michigan.gov/meis>.

To access the LEARS-Verification Summary Report website:

1. Go to <http://michigan.gov/meis>.
2. Under Child Nutrition Programs, click on **LEARS-Verification Summary Report**.
3. Log in using your MEIS Account ID and password. If you need assistance, click on **LEARS Help Page** on the Login page or click on the **Help** button located in the report to view line by line instructions on how to complete the report.
4. Complete the report. Click on **Save** at the bottom of the report to save entered data. Click on **Certify** at the bottom of the report to confirm the accuracy of the data entered on the report.

Questions regarding this Administrative Policy may be directed to the School Nutrition Programs Unit by e-mail to MDE-SchoolNutrition@michigan.gov.